



## JEFFERSON COUNTY OFFICE OF EMERGENCY MANAGEMENT

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DONNA HAUGOM WCEM, DIRECTOR  
NYCOL HABERMAN, PROGRAM ASSISTANT

DATE: April 7, 2015  
FROM: Donna Haugom  
SUBJECT: Request for Proposal – Acquisition of 2 Properties

Jefferson County has received grant funding to acquire and demolish 2 severe repetitive loss properties as part of a Flood Mitigation and Acquisition Program. We are currently requesting proposals for services related to the acquisition of these properties. The proposal should include fees for appraisal reports, title searches and acquisition services.

All services must be in conformance with Wisconsin Statutes regulations and policies will follow the requirements contained in the Department of Administration codes and guidelines. All acquisitions will also need to meet appropriate State and Federal laws, policies and guidelines. All appraisers need to be Wisconsin Certified Residential Appraisers.

Title insurance commitments will need to be obtained for the property to be acquired including current ownership, all liens, encumbrances, easements and restrictions of record.

The successful applicant will assume responsibility for acquiring the property, presenting the approved offer, preparing the necessary documents, including the Warranty Deed and closing the transactions.

Please attach a fee schedule detailing your fees for the services and a date you would be able to begin work.

I would appreciate your response no later than the close of business on Friday, May 1, 2015. Please send your response to:

Donna Haugom WCEM, Director  
Jefferson County Office of Emergency Management  
411 S Center Avenue  
Jefferson WI 53549

If you should have any questions, please feel free to contact me at 920-674-7450 or via e-mail at [dannah@jeffersoncountywi.gov](mailto:dannah@jeffersoncountywi.gov).

Thank you in advance for your time and I look forward to receiving your proposal